



Creating extraordinary places on the world's best harbour.

Position Description

Position Title:	Assistant Curator & Producer
Division:	Marketing & Visitor Experience
Location/s:	Headland Park, Mosman and North Head, Manly
Reports to:	Director Marketing, Communications & Visitor Experience
Direct reports	Nil
Period of Employment	12 month non ongoing contract
Enterprise Agreement Classification	Level 6
Our Organisation	<p>The Sydney Harbour Federation Trust (the Harbour Trust) is an Australian Government agency that protects and manages some of the most historically significant foreshore sites on Sydney Harbour including Cockatoo Island in Sydney Harbour, Woolwich Dock and Parklands in Woolwich, Sub Base Platypus in North Sydney, Georges Heights, Middle Head and Chowder Bay in Mosman, North Head Sanctuary in Manly, Marine Biological Station in Watsons Bay and Macquarie Lightstation in Vacluse.</p> <p>The Harbour Trust’s mission is to bring to life our natural and cultural heritage and provide a lasting legacy for all Australians through conservation, remediation and the adaptive reuse of places in our care.</p> <p>Our sites are rich in history and link us to our complex past and continuing connections. They are Country – the interconnected layers of water, land and air that for First Nations people hold cultural practices, community and sense of worth. They tell stories of colonization and dispossession, of convict incarceration, of nineteenth and twentieth century military and defence roles, and speak of the enterprise and industry of the modern nation, and of the contemporary communities they have become.</p>

Code of Conduct & Values	All employees at the Harbour Trust abide by the Harbour Trust's key values and Code of Conduct, behaving honestly and with integrity and acting with care and diligence. Employees are required to maintain confidentiality of all Harbour Trust information, upholding the Harbour Trust's values, integrity and its good reputation.
Delegations	To fulfill your role and responsibilities, you are delegated powers outlined within the Harbour Trust Register of Delegations. Delegated powers are to be exercised responsibly in a proper, ethical, diligent, professional and efficient manner, including always acting in good faith and in the best interests of the Harbour Trust.
Health & Safety	The Harbour Trust integrates safety into all aspects of the business to promote a positive safety culture and takes proactive steps to mitigate the risk of harm to employees and others in the workplace.
Our Commitment	The Harbour Trust is an equal employment opportunity employer, committed to ensuring all employees are free from discrimination and harassment; where everyone is treated with dignity, courtesy and respect.

ROLE OVERVIEW:

The Assistant Curator & Producer (Middle Head/Gubbuh Gubbuh and North Head Sanctuary) is a newly created non-ongoing role who will lead the research, development and delivery of funded interpretation at Middle Head / Gubbuh Gubbuh, with support and mentorship from the Curator – Cockatoo Island. This role will research and interpret the history and promote learning about Middle Head/Gubbuh Gubbuh and North Head Sanctuary by establishing a research bank of stories.

A priority is to deliver the Middle Head/Gubbuh Gubbuh interpretation project, this includes the development and delivery of a digital walking tour, working with a First Nations designer to deliver First Nations outcomes in the interpretation, supporting collateral and onsite signage. As this forms part of the delivery of Stage 1 of the approved master plan that is commencing, this role will work closely and collaborate with the Head of Engagement and Experience and the Project Manager responsible for delivery of the overall project.

It is the responsibility of this role to curate the assets/oral histories & collected stories into the themes identified in the Harbour Trust master plan document and provide a recommendation on the stories that we will be used in the interpretation. The role will identify the gaps and opportunities in our gathered stories and engage with organisations, individuals, advisory groups or volunteers to help capture these missing human stories and collaborate on the outcome so that it is included in the delivered interpretation.

As a small organisation this role would be expected to use the research gathered, prepare an interpretation scope that delivers engaging visitor experiences such as the digital walking tour and procure the appropriate contractor/s that delivers that experience including supervising the delivery.

Additionally, programming and communications outputs are expected to be recommended through the development phase of the interpretation project. These may include feedback into updated tour content, public programs, experiences and partner-led collaborations.

ROLE ACCOUNTABILITIES:

- Research and recommend the development of original, responsive and compelling insights and stories that can engage diverse audiences (including local and international audiences), complex stakeholders, and communities.
- Research, plan and manage the development and delivery of curatorial content for a self-guided digital tour at Middle Head / Gubbuh Gubbuh.
- Lead, manage contractors and liaise with external and internal stakeholders in the delivery of a digital self-guided tour experience at Middle Head/Gubbuh Gubbuh, including procurement, contract management & negotiations, licensing and project managing closely within budget, regular reporting and presentations on the progress of the project.
- Lead the project management including developing project timelines, project budgets and organising, and managing the administration of project meetings.
- Noting that this project is part of a larger funding envelope, align development and delivery schedule, budget, and scope with project timeline and reporting requirements in conjunction with the Project Manager and provide regular progress reports.
- Work with internal stakeholders to ensure that research, documentation and systems are utilised effectively to archive, manage and facilitate access to curatorial insights and knowledge.
- Prepare, present and participate in public engagement activities on-site and off-site to represent the Harbour Trust with potential partners and stakeholders with the aim of developing new relationships.
- Navigate the often complex operational needs and challenges through detailed information gathering, analysis and problem solving across different teams and functions in the organisation.

SELECTION CRITERIA

Essential (Qualifications, attributes, skills and knowledge)

- Degree qualification in history, curatorial or cultural studies or similar fields and post graduate qualification in relevant area or equivalent experience.
- Demonstrated experience in producing high quality curatorial research within the galleries, libraries, archives and/or museums sectors that creates compelling and informative



curatorial content to increase public engagement and understanding of historical and heritage places.

- Demonstrated experience in project management, delivering interpretative initiatives through their lifecycle across a range of different channels (physical, print and digital).
- Demonstrated experience working closely with community groups, First Nations artists, volunteers and other stakeholders during development, planning and presentation stages of projects.
- Demonstrated negotiation and persuasion ability in difficult or complex situations or relationships, such as contract negotiations.
- Strong written and verbal communication skills with the ability to liaise with a broad range of people to target content delivery to specific audiences.
- Strong interpersonal capability, including highly developed negotiation and presentation skills.
- Demonstrated financial budgeting, research and analytical skills.
- Ability to work autonomously and be flexible in meeting deadlines and managing competing priorities.
- Ability to navigate and problem solve complex operational needs and challenges.
- Willingness to work and travel from Mosman and North Head, Manly

ELIGIBILITY

- Satisfy a Police Check.
- Hold an Australian citizenship or residency.

Integrated Leadership System – Level 6

Supports strategic direction	Achieves results	Supports productive working relationships	Displays personal drive and integrity	Communicates with influence
<p>Supports shared purpose and direction</p> <p>Understands, supports and promotes the organisation's vision, mission, and business objectives. Identifies the relationship between organisational goals and operational tasks. Clearly communicates goals and objectives to others. Understands, supports and communicates the reasons for decisions and recommendations.</p> <p>Thinks strategically</p> <p>Understands the work environment and initiates and develops team goals, strategies and work plans. Identifies broader factors, trends and influences that may impact on the team's work objectives. Considers the ramifications of issues and longer-term impact of own work and work area.</p> <p>Harnesses information and opportunities</p> <p>Gathers and investigates information from diverse sources and explores new ideas and different viewpoints. Uses experience to analyse what information is important and how it should be used. Maintains an awareness of the organisation and keeps self and others well informed on work issues and finds out about best practice approaches.</p> <p>Shows judgement, intelligence and common-sense</p> <p>Undertakes objective, systematic analysis and draws accurate conclusions based on evidence. Recognises the links between interconnected issues. Identifies problems and works to resolve them. Thinks laterally, identifies, implements and promotes improved work practices.</p>	<p>Identifies and uses resources wisely</p> <p>Reviews project performance and identifies opportunities for improvement. Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes. Is responsive to changes in requirements.</p> <p>Applies and builds professional expertise</p> <p>Values specialist expertise and capitalises on the knowledge and skills of others within the organisation. Contributes own expertise to achieve outcomes for the business unit.</p> <p>Responds positively to change</p> <p>Establishes clear plans and timeframes for project implementation. Responds in a positive and flexible manner to change and uncertainty. Shares information with others and assists them to adapt.</p> <p>Takes responsibility for managing work projects to achieve results</p> <p>Sees projects through to completion. Monitors project progress and adjusts plans as required. Commits to achieving quality outcomes and adheres to documentation procedures. Seeks feedback from supervisor to gauge satisfaction.</p>	<p>Nurtures internal and external relationships</p> <p>Builds and sustains positive relationships with team members, stakeholders and clients. Proactively offers assistance for a mutually beneficial relationship. Anticipates and is responsive to client and stakeholder needs and expectations.</p> <p>Listens to, understands and recognises the needs of others</p> <p>Actively listens to staff, colleagues, clients and stakeholders. Involves others and recognises their contributions. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member.</p> <p>Values individual differences and diversity</p> <p>Recognises the positive benefits that can be gained from diversity. Encourages the exploration of diverse views and harnesses the benefits of such views. Recognises the different working styles of individuals, and factors this into the management of people and tasks. Tries to see things from different perspectives. Treats people with respect and courtesy.</p> <p>Shares learning and supports others</p> <p>Identifies learning opportunities for others and delegates tasks effectively. Agrees clear performance standards and gives timely praise and recognition. Makes time for people and offers full support when required. Provides constructive and regular feedback. Deals with under-performance promptly.</p>	<p>Demonstrates public service professionalism and probity</p> <p>Adopts a principled approach and adheres to the APS Values and Code of Conduct. Acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in internal forums.</p> <p>Engages with risk and shows personal courage</p> <p>Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them, and seeks guidance and advice when required.</p> <p>Commits to action</p> <p>Takes personal responsibility for meeting objectives and progressing work. Shows initiative and does what is required. Commits energy and drive to see that goals are achieved.</p> <p>Promotes and adopts a positive and balanced approach to work</p> <p>Persists with, and focuses on achieving, objectives even in difficult circumstances. Remains positive and responds to pressure in a calm manner.</p> <p>Demonstrates self awareness and a commitment to personal development</p> <p>Self-evaluates performance and seeks feedback from others. Communicates areas of strengths and acknowledges development needs. Reflects on own behaviour and recognises the impact on others. Shows commitment to learning and self-development.</p>	<p>Communicates clearly</p> <p>Confidently presents messages in a clear, concise and articulate manner. Focuses on key points and uses appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity.</p> <p>Listens, understands and adapts to audience</p> <p>Seeks to understand the audience and tailors communication style and message accordingly. Listens carefully to others and checks to ensure their views have been understood. Checks own understanding of others' comments and does not allow misunderstandings to linger.</p> <p>Negotiates confidently</p> <p>Approaches negotiations with a clear understanding of key issues. Understands the desired outcomes. Anticipates and identifies relevant stakeholders' expectations and concerns. Discusses issues credibly and thoughtfully and presents persuasive counter-arguments. Encourages the support of relevant stakeholders.</p>